

**Block Grant Planning Committee Meeting  
November 20<sup>th</sup>, 2013  
Human Services Building**

Voting Committee	Staff	Attendance:	
		Public	Not present
Megan Shreve	Jennifer Johnson	Sheri Morgan	Sherry Goetz
Manny Diaz	Amanda Black	Charlie Morgan	Ann Spottswood
Karen Johnston	Lori Young	Alicia Kanelopoulos	Amy Hicks
Traci Kline	Cori Seilhamer		Jean Snyder
Sheldon Schwartz	Doug Amsley		Carrie Gray
Anne Larew	Rick Wynn		
Kim Wertz	Christy Briggs		
	Shalom Black		
	Stacy Rowe		
	Jennifer Lipko		
	Steve Nevada		

- I. Welcome and Introductions
  - a. Everyone introduced themselves and Rick made opening remarks for the meeting.
- II. Final Review of FY 2012/2013 and carry over
  - a. The committee reviewed the funding allocation amounts for fiscal year 2012-2013 from the spreadsheet provided, as well as the revised allocations noted. With no change in amounts; there was discussion on the actual expenses within the 2012-2013 fiscal year and the balances as to whether they were under or over budget. Under Intellectual Disabilities- MA Community ID Base (federal) dollars, there were funds that could not be utilized and must be sent back to the state. Balance for ID is now \$129,563 which is under the allowable 3% amount for carry over. Sheldon asked about the carry over amount and why the restrictions on the funds. Lori Young answered, "The money can only be used for administrative costs only".
- III. Status reports on reallocated funds for 2012/2013
  - a. There were funds reallocated in the middle of the year for projects. See below for the details.

**Human Services Development Fund:**

- ❖ Prevention Programs
  - Alcohol True Stories /Teen Intervene (HCP)
    - (Teen Intervene will continue into 13/14)*
      - \$5,543.99
      - 115 Participants
  - Peace out to drug campaign (HCP)- one time
    - \$2,500
  - Kick off your drug free summer (HCP)- one time
    - \$3,590
    - 338 Participants
  - Pyramid Prevention Program
    - \$957
    - 7 Participants

### Homeless Assistance Program:

- ❖ Rental Assistance Program (SCCAP)
  - Increase of \$18,205 from FY 11/12 to 12/13
  - Increase of clients 60
- ❖ Emergency Shelter (SCCAP)
  - Increase of \$26,000 from FY 11/12 to 12/13
  - Increase of 67 clients

### Drug and Alcohol:

- ❖ Behavioral Health Services Initiatives
  - Increased funding from original allocation by \$56,400
  - Increased the number of clients served 13

- a. When Rick attends state wide meetings other counties talk about where they put their money, and most times it ends up in Drug and Alcohol and rental assistance. There are obvious reasons for that, the reality of this is because these two programs have the audience waiting to use the money quickly based on immediate need. This is the easiest way to use the money but it is up to the committee to put money into these two programs. Manny asked which of the programs that were done in 2012/2013 that will continue into the next fiscal year; they will be "Teen Intervene" which Healthy Communities Partnership provides. However, Alcohol True Stories is still continued but not under the Block Grant funds.

### IV. Comparison chart of 2011/2012 versus first year of grant

- a. Rick was surprised to see the number of clients served before the block grant compared to after we received the block grant, and there was a 10% cut by the state. So even after the cut we still were able to restore the money in Drug and Alcohol. The most remarkable item on this chart is the amount of number of clients served in 2012/2013 versus 2011/2012. Steve Nevada will check into these numbers to make sure they are correct and the details of why the number is much higher. The reason for the decrease of clients under Intellectual Disabilities was because they were able to get clients into waiver services and use waiver funds for those clients. Children and Youth were not on list because the amount they receive is very minimal. Kim Wertz asked, "Over all how do we stack up to other counties, are we basically in line of what they have to deal with or are we higher or lower?" Dauphin County being a state capital and being progressive and when the state funds were available they went after them and received the funds and they are a county that is roughly twice our population size. Their children and youth budget is bigger than our human services budget. We do try to get state wide allocations by county and we do this so that the commissioners have this available to use with legislators. We did this per capita study before the last 10% cut and the block grant, we were somewhere between 3<sup>rd</sup> and 27<sup>th</sup> from the bottom. We are always the bottom in terms of dollars per citizens. Kim Wertz said "I would like to see Philly and Pittsburgh give up some of their funds to help support some of the smaller counties in the block grant". "This would have to come from Harrisburg and she doesn't ever see that happening." Our county and Lancaster county commissioners used this data and went after additional funds. Kim Wertz asked how our commissioners can help increase the monies that we receive from the state. How can we help the commissioners get an increase in funds for the block grant? Rick will take that question to the commissioners and discuss how we can do this from a strategy stand point.

V. Transportation project implementation

- a. Odessa Trinkle presented on this project. Odessa had been offered a \$10,000 grant for transportation services. She had been told the grant should be aimed at people who have no other transportation funding, are over 18 years old and below the 250% poverty rate. Odessa is more than grateful for the money but it was given as “an open ended” grant and she is not sure how to use the money in the most efficient way. While developing ways to use the grant additional questions arose that Odessa needs guidance on. She broke the money down into trip costs and that averaged out as 278- 1,000 trips depending on the zones people traveled. On average \$10000 should provide about 500-600 trips. One main question is that if there will be additional funds available when the \$10,000 is depleted. The answer was that there is no guarantee. In response Odessa pointed out that the funds would be enough to start a program, but if it is not sustainable it that it is not a good idea to start providing a service, only to stop it. Odessa asked what ideas do the committee members have? What was their intention with the grant? Odessa stated that she did send out emails requesting possible rider pools and ideas to local human service agencies. Summit and Keystone have hardship grants/sliding scale and have offered a list of people who do not currently qualify for transportation services that need rides to medical appointments. A second group that was identified was homeless people who need transportation to work/interviews. However, without continuing funding both of these groups could not be served. She explained that transportation has strict rules and guidelines from PennDot that they must follow as well. Transportation has three major funding streams; medical assistance transportation program, persons with disabilities and the Pennsylvania lottery for individuals 60 and over. Each funding source defines what they will pay for. A committee member suggested an evening bus trip. Per Penn Dot, Odessa would have to put out a bid to see if any charter company would want to do this because we have to demonstrate that we wouldn't be stealing business. If there was not another transportation entity interested, Franklin County could provide it but would need to create an equitable cost per ride. Manny asked again, “we need to something with the \$10k for transportation?” If this money ends, it ends; we need to do the advertising and how many agencies would be willing to contract for an event? Manito does provide transportation services but do not have any wheelchair accessible vehicles and an agency in Greencastle. But Odessa asked, “Is this the need we need to address?” Is there something that we can start and stop that wouldn't have a huge impact on people in the county? We need to look at something to build up business and get more individuals aware that Transportation is available. Odessa said that if the committee's idea was for a capital item or marketing to get more people to ride. Then she can provide a marketing plan which includes community outreach. In response committee members agreed for Odessa to use the money for a database, marketing, advertisement, assessment to find the specific needs. The committee agreed to allow Odessa to use the \$10,000 to define the needs and creative vision with marketing ideas and outreach of the Transportation Program. Odessa will create a proposal of the marketing that will be done to present to the committee.

VI. First requests for use of available carryover funds

- a. Review of the list of requests for additional funding for fiscal year 2013-2014; the way that using the Block Grant funds for these specific program works is that the committee and Rick advise the Commissioners how and whom to use this money for specifics requests. Rick does not have the authority to move funds for the block grant. The committee is required by the block grant to represent and meet and will be publicized. Even with fulfilling all the requests for funds there will be additional monies that can be used for mini grants. Rick asked the committee for permission to advertise to the public. Most of the proposals that were brought forward were from categorical staff's recommendations on how and where some of the money could be spent. Rick asked the committee if they want to fund some or all of these requests. This is money that was

rolled over from the previous fiscal year and at the next committee meeting, hopefully sometime in February we will be looking at projected underspend if any. If the committee wants to fund any of these requests then we can get contracts started and if not what would the committee like to do with the money; mini grants. The rules state it must be spent in one of the seven categories. The committee asked questions and had conversation about the outline of each of the requests. Suggestions were made to add some elements to the Summer Work program to ensure its going to expand based on the need and not take away from other similar programs in the community. Committee members asked if they don't spend the money what will happen to it; it will be sent back to the state and could essentially look bad to us a block grant county. Manny asked for a generalized summary of the resiliency and compassion fatigue training. Karen Johnston stated her cautions with this type of training that those attending should be taking the training seriously and want to be there to better their work environment, to handle emotions with everyday situations with families and/or individuals they work with. This training will be for human services staff and county providers' staff. For the luncheon in the Asset Building in Waynesboro; there were location and cost concerns. The location may need to be looked at again and see if there is another location for cost. The country club is hosting and based on the cost its \$12.50 per person. With continued cuts from the state, Homeless Assistance program needs money for those individuals who are being evicted. This money will take them to the end of the fiscal year. The Healthy Communities Partnership One on One Mentoring program is school based to community based only in Chambersburg who are in after school programs. Red Ribbon hit 25 schools and 56 assemblies, roughly 12,000 students in the local schools. The committee members voted on all of the requests and all the requests will be fulfilled. With the rest of the money after all requests have been fulfilled is \$312,801, the committee has agreed to issue mini grants. However, with a format application, guidelines, and specifics for \$10k for each grant.

b. The requests are;

Category	Description	Fund amount requested	Committee to fund (yes or no)
ID/MH	OSI- Summer Youth Work Program	\$46,894	Yes
Drug and Alcohol	Red Ribbon Week	\$10,000	Yes
Drug and Alcohol	HCP- One by One Mentoring Program	\$20,000	Yes
Homeless Asst. Program	Rental Assistance	\$35,000	Yes
HSDF	CTC-Asset Building Luncheon	\$1,500	Yes
HSDF	Implementation of Resiliency & Compassion Fatigue Program	\$11,750	Yes

VII. Overview of Outcomes Committee meeting

- a. Shalom stated this committee is looking at measurements of numbers served. Decided that the programs will look at what other counties are doing for block grants and evaluations, talk to program managers about the outcomes. The Outcomes Committee will share any and all outcomes that receive for the committee

VIII. Committee members' feedback

IX. Public Comment

- a. Sheri Morgan shared her thoughts and feeling on doing a health needs assessment for Franklin County to determine the needs for outcomes that show to how service the individuals in the community. Karen Johnston also commented on the assessments that already have been done in the county. She believes that the county knows where the needs are.

*Franklin County Block Grant Committee Meeting*

*November 20<sup>th</sup>, 2013 @ 2 PM*

*Human Services Building Conference Room (156/157)*

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Agenda

- 1) Welcome & Introductions
- 2) Final Review of FY 2012/2013 and carry over
- 3) Status reports on reallocated funds for 12/13
- 4) Transportation project implementation
- 5) Comparison chart of 11/12 vs. first year of grant- 12/13
- 6) First requests for use of available carryover funds
- 7) Overview of Outcomes Committee Meeting
- 8) Committee Members Feedback
  - a. Committee's recommendations for unused funds (mini grants)
- 9) Public Comment

**Franklin County**  
**Human Services Block Grant**  
**2012-2013 Fiscal Summary**  
**For the Year Ended June 30, 2013**

Fund Category	FY 12-13 Allocation	Total Funds Redistributed	Revised Allocation	FY 12-13 Expenses	Balance (Over)/ Under	Allowable Carry-Over
Intellectual Disabilities Services:						
State HSBG	\$ 681,838	\$ (50,735)	\$ 631,103	\$ 653,986	\$ (22,883)	\$ (22,883)
SSBG (Federal)	70,174	-	70,174	70,174	-	-
MA Community ID Base (Federal)	223,174	-	223,174	165,999	57,175	-
Sub Total - ID Services	975,186	(50,735)	924,451	890,159	34,292	(22,883)
Mental Health Services:						
State HSBG	4,277,789	(37,000)	4,240,789	4,115,500	125,289	125,289
SSBG (Federal)	6,385	-	6,385	6,385	-	-
MHSBG (Federal)	86,241	-	86,241	86,241	-	-
BHSI	78,527	-	78,527	78,527	-	-
Sub Total - MH Services	4,448,942	(37,000)	4,411,942	4,286,653	125,289	125,289
Drug and Alcohol Services:						
ACT 152	189,800	(37,960)	151,840	136,559	15,281	15,281
BHSI	100,726	56,400	157,126	157,126	-	-
Sub Total - D&A Services	290,526	18,440	308,966	293,685	15,281	15,281
Child Welfare Services:						
Family Group Decision Making	47,469	-	47,469	48,602	(1,133)	(1,133)
Family Development Credentialing	11,970	(11,850)	120	-	120	120
Sub Total - Children Services	59,439	(11,850)	47,589	48,602	(1,013)	(1,013)
Homeless Assistance Services	113,658	58,185	171,843	166,003	5,840	5,840
Human Services Development Fund	95,968	22,960	118,928	111,879	7,049	7,049
<b>TOTAL BLOCK GRANT</b>	<b>\$ 5,983,719</b>	<b>\$ -</b>	<b>\$ 5,983,719</b>	<b>\$ 5,796,981</b>	<b>\$ 186,738</b>	<b>\$ 129,563</b>

**\*\* Note - Unused Federal funds are not eligible for carry-over and will need to be returned to the State.**

Franklin County  
Human Services Block Grant Projections  
Fiscal Year 2013-2014  
As of November 15, 2013

Fund Category	FY 13-14 Allocation	Total Funds Redistributed	Revised Allocation	1st Quarter Expenditures	Projected FY Expenditures	Balance (Over)/ Under	Funds Available to Redistribute
<b>Intellectual Disabilities Services:</b>							
State HSBG	\$ 681,838	\$ (41,115)	\$ 640,723	\$ 172,964	\$ 640,723	\$ -	\$ -
SSBG (Federal)	70,174	-	70,174	17,544	70,174	-	-
MA Community ID Base (Federal)	223,174	-	223,174	55,794	182,059	41,115	-
<b>Sub Total - ID Services</b>	<b>975,186</b>	<b>(41,115)</b>	<b>934,071</b>	<b>246,302</b>	<b>892,956</b>	<b>41,115</b>	<b>-</b>
<b>Mental Health Services:</b>							
State HSBG	4,277,789	(64,618)	4,213,171	1,039,266	4,185,789	27,382	27,382
SSBG (Federal)	6,385	-	6,385	1,596	6,385	-	-
MHSBG (Federal)	86,241	-	86,241	21,560	86,241	-	-
BHSI	78,527	-	78,527	19,362	78,527	-	-
<b>Sub Total - MH Services</b>	<b>4,448,942</b>	<b>(64,618)</b>	<b>4,384,324</b>	<b>1,081,784</b>	<b>4,356,942</b>	<b>27,382</b>	<b>27,382</b>
<b>Drug and Alcohol Services:</b>							
ACT 152	189,800	-	189,800	40,150	189,800	-	-
BHSI	100,726	52,733	153,459	47,097	153,459	-	-
<b>Sub Total - D&amp;A Services</b>	<b>290,526</b>	<b>52,733</b>	<b>343,259</b>	<b>87,247</b>	<b>343,259</b>	<b>-</b>	<b>-</b>
<b>Child Welfare Services:</b>							
Family Group Decision Making	47,469	4,410	51,879	6,000	51,879	-	-
Family Development Credentialing	11,970	(4,410)	7,560	-	7,560	-	-
<b>Sub Total - Children Services</b>	<b>59,439</b>	<b>-</b>	<b>59,439</b>	<b>6,000</b>	<b>59,439</b>	<b>-</b>	<b>-</b>
<b>Homeless Assistance Services</b>							
	113,658	23,000	136,658	36,953	171,658	(35,000)	-
<b>Human Services Development Fund</b>							
	95,968	30,000	125,968	24,641	125,968	-	-
<b>TOTAL BLOCK GRANT</b>	<b>\$ 5,983,719</b>	<b>\$ -</b>	<b>\$ 5,983,719</b>	<b>\$ 1,482,927</b>	<b>\$ 5,950,222</b>	<b>\$ 33,497</b>	<b>\$ 27,382</b>

FY 2012-2013 Retained Earnings	\$ 129,563
Projected FY 2013-2014 Funds Available	27,382
<b>Total Funds Available for Redistribution</b>	<b>\$ 156,945</b>

Franklin County  
 Human Services Block Grant  
 Summary of Requests for Additional Funding  
 Fiscal Year 2013-2014

Fund Category	Program Description	Funds Requested
Intellectual Disabilities/Mental Health	Summer Youth Work Program for Students with Learning Disabilities, ID, or MH Diagnoses	46,894
Drug and Alcohol	Red Ribbon Week	10,000
Drug and Alcohol	Healthy Communities Partnership One by One Mentoring Program - After-School Program	20,000
Homeless Assistance Program	Rental Assistance	35,000
Human Service Development Fund	Asset Building Luncheon to be held in Waynesboro	\$ 1,500
Human Service Development Fund	Implementation of Resiliency and Compassion Fatigue Program for HS Employees	11,750
<b>TOTAL FY 2013-2014 REQUESTS FOR ADDITIONAL FUNDING</b>		<b>\$ 125,144</b>
Projected FY 13-14 Funds Available		
Additional 13-14 Requests for Additional Funding		\$ 156,945 (125,144)
<b>Projected Balance of Funds Available for Distribution</b>		<b>\$ 31,801</b>

**Block Grant for  
Franklin County**

Program	FY 2011/2012	FY 2012/2013
<u>Drug and Alcohol</u>		
\$\$	\$291,668	\$293,685
Clients served	239	267
<u>HSDF</u>		
\$\$	\$101,858	\$106,011
Clients served	2,805	3,596
<u>HAP</u>		
\$\$	\$126,287	\$172,135
Clients served	317	484
<u>MH</u>		
\$\$	\$4,869,459	\$4,286,653
Clients served	1,721	2,046
<u>ID</u>		
\$\$	\$862,067	\$890,159
Clients served	73	61

# Franklin County Human Services Block Grant Status of Awards From FY 12/13

## **HSDF:**

- ❖ Prevention Programs
  - Alcohol True Stories /Teen Intervene (HCP)  
(Teen Intervene will continue into 13/14)
    - \$5,543.99
    - 115 Participants
  - Peace out to drug campaign (HCP)
    - \$2,500
  - Kick off your drug free summer (HCP)
    - \$3,590
    - 338 Participants
  - Pyramid Prevention Program
    - \$957
    - 7 Participants

## **HAP:**

- ❖ Rental Assistance Program (SCCAP)
  - Increase of \$18,205 from FY 11/12 to 12/13
  - Increase of clients 60
- ❖ Emergency Shelter (SCCAP)
  - Increase of \$26,000 from FY 11/12 to 12/13
  - Increase of 67 clients

## **D&A:**

- ❖ BHSI
  - Increased funding from original allocation by \$56,400
  - Increased the number of clients served 13



## **2013 Red Ribbon Week**

### **Elementary School Assemblies**

We are continuing to build on peer pressure resistance strategies and health effects, teaching kids refusal skills that can be utilized in a variety of situations.

We will be offering assemblies to all Franklin County schools.

Last year's song will also be utilized to build on previous skills – "Our School Rocks Drug-Free".

"I Rock Drug Free" – zipper pulls for bookbags will be given to every elementary student in Franklin County.

We will be asking students to give and collect a very short post-test the following month with students.

### **Middle and High School Assemblies**

The Community Coalition is working to also offer assemblies in every Franklin County middle and high school. Middle school theme will be dare vs. courage, discussing the courage to do the "right" and safe thing vs. daring to participate in dangerous activities.

The Coalition is currently working with the District Attorney's office and plans to bring a speaker from MADD (Mothers Against Drunk Driving) to talk to high school students about the impact of driving under the influence.

### **Community Awareness**

The Coalition is sponsoring the children's craft table at Applefest (Chambersburg, 10/19) and will be providing t-shirts with an "I Rock Drug Free" theme and fabric markers for children to color in their t-shirts. The Coalition is also sponsoring a Skate and Dance on 10/18 at Red Bridge to kick off Red Ribbon Week activities and awareness to both youth and parents and will be providing a variety of educational drug prevention activities that evening.

# HCP's One by One Mentoring

2014

**Program Description:** Healthy Communities Partnership will be working with after-school agencies in Franklin County to match mentors with youth in various after-school programs. HCP will be responsible to recruit, screen, and train mentors as well as oversee mentor/mentee matches and hold bi-monthly mentor and/or mentee workshops on various topics. The projected outcomes below will be measured utilizing student surveys and mentor/mentee program evaluations. Additionally, HCP will work to mobilize businesses and build relationships with local workplaces to promote mentoring among their employees.

## Goals:

To match at-risk and vulnerable children with trained mentors to serve as role models

## Objectives:

To recruit, screen, and train at least 10 new volunteer mentors to work weekly, one-on-one or in small groups

To match at least 10 mentors with groups or individual youth at local after-school community programs

## Outputs:

# of students matched with a mentor

# of mentors recruited, screened, and trained

# of mentor information and training sessions held

# of bi-monthly workshops for mentors/youth

# of mentoring sessions (between mentor and mentee)

## Outcomes:

# and % of mentored youth with increased in supportive relationships (guidance, emotional support, and practical support)

# and % of mentored youth with increased school engagement

# and % of youth with improved attitudes and behaviors

# and % of mentored youth with increased coping (problem-focused, detachment, and seek social support)

\*\* all above outcomes measured using the "Youth Pre-Program Survey" and "Youth Follow-Up Survey" courtesy of MENTOR/National Mentoring Partnership

# and % of mentors/mentees satisfied with the mentoring program

\*\* measured using the Mentor and Mentee Program Evaluations

2014 Commissioner Grant Proposal			
HCP's One by One Mentoring			
	Mentor Coordinator Staff Time/Benefits	\$18,000.00	
	Youth Activities and Celebrations	\$500.00	
	Advertising, brochures, etc	\$200.00	
	Mentor/Mentee Celebration	\$800.00	
	Training for Staff	\$1,000.00	
	Child Abuse Screenings and Clearances	\$500.00	
Total		\$21,000.00	



Learn more about how YOU can make a difference in the life of a child!

Call TODAY! 717-264-1470

Mentor a child at a local after-school program!

Flexible, convenient scheduling - change a life one hour at a time!





Jen Lipko <jlipko@franklincountypa.gov>

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## Fwd: Mentoring proposal

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Rick Wynn <rcwynn@franklincountypa.gov>

Wed, Oct 30, 2013 at 11:25 AM

To: Jen Lipko <jlipko@franklincountypa.gov>

do not forget attachment.. this relates to document you are pulling together for John

Sent from my iPad

Begin forwarded message:

**From:** Christy Unger <christy.hcp@gmail.com>  
**Date:** September 5, 2013, 3:37:03 PM EDT  
**To:** Rick Wynn <rcwynn@franklincountypa.gov>  
**Cc:** Karen Johnston <kpjohn.hcp@gmail.com>  
**Subject:** Mentoring proposal

Good afternoon Rick!

Please find our Mentoring One by One proposal for the Franklin County Commissioners attached for 2014. Our mentoring program has faced a number of barriers and changes in the schools in the past year. These changes, along with some requests and contacts from local youth-serving agencies, have led us to re-think our strategies regarding mentoring. Healthy Communities Partnership has demonstrated both dedication and ability to recruit volunteer mentors for at-risk and vulnerable youth in Franklin County and hopes to continue these efforts in the coming year. Agencies serving youth in after-school programs have noticed an increase in the needs of the children they serve and have approached HCP about recruiting and training volunteer mentors. At the same time, schools have less time than ever to "pull" students for programs such as mentoring and the time/space/scheduling constraints of schools have affected mentor recruitment and retention. The bottom line remains meeting the needs of children who do not have consistent adult role models and are at high risk for a variety of dangerous behaviors - drug use, criminal activity, school drop-out or truancy issues, and family problems. HCP plans to partner with community agencies and provide a safe structure and location with which to meet students at current programs. HCP will provide the recruitment, screening, and training while the programs will provide the youth, time, and location. HCP earnestly requests your continued financial support to meet the needs of these vulnerable youth.

Attached please find our goals, objectives, outcomes, and outputs for 2014. Additionally, included in the attached file is a projected budget and a copy of our current recruitment postcard. Please feel free to contact me or our director, Karen Johnston.

Thank you for your consideration!

Christy Unger  
Prevention/SAP Coordinator  
Healthy Communities Partnership  
(717)264-1470 ext. 2

"Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as you ever can." - John Wesley

**The Goal:**

to implement a program on resiliency and compassion fatigue for human services employees of the County of Franklin.

**Background and the basis for proposal:**

In the past few years, human services staff and management have been faced with some pretty gruesome and traumatic situations of individuals, families and children that are in our care and oversight. As a government agency, charged with caring and overseeing the protection of vulnerable and indigent citizens, these awful situations can eventually cause secondary trauma and also fatigue on the worker. Our economy has been poor and that brings about more stress with families who may not have appropriate ways of handling these stressors. Consequently, we are seeing increasingly higher numbers of elder abuse, child abuse, neglect and behavior problems with adults, children and in family systems. After a while, these situations take their toll on the direct care worker and the staff (our employees) whose responsibility it is to assist, fix and continue.

We would like to take this opportunity to foster resilience in the staff and support them as they help our needy citizens. This will also prevent the so-called "burnout" that staff experience and will also prevent absences. We will be investing in our county human services workforce by offering to them a professional series that will not only educate and assist them, but also their supervisors and management.

See attached draft outline from the tentative instructor.

The proposed professional seminars will include:

approximate cost:

**An all-day session open to all human services staff**

- \*presenter, including travel, materials, etc. 2,000.00
- \*facility and meal/refreshments for attendees 3,750.00  
(\$25/person for approximately 150 people)

**Five half-day follow-up sessions with individual departments**

(To include Children & Youth, Juvenile Probation, Mental Health/Intellectual Disabilities/Early Intervention, Office on Aging, Human Services Supervisors)

- \*presenter, including travel, materials, etc. 5,000.00  
(\$1,000. per ½ day session)
- \*facility costs no cost
- \*refreshments (\$150/session) 1,000.00

Total Request: 11,750.00

*Eileen A. Dombo, PhD, LICSW*  
*1555 Connecticut Avenue, NW, Suite 401*  
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*202-423-9509*  
*eileen@eileendombo.com*

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## **Fostering Resilience for Workforce Health: Identifying and Addressing Reactions to Our Work**

Research shows that there are expected and normal reactions to many forms of social worker practice, particularly helping individuals, families, and communities who have had stressful or traumatic experiences. If left unaddressed, these reactions can have clear bio-psycho-social-spiritual costs of the work, as well as real interpersonal consequences for the worker. All professionals responsible for the ethical treatment of those who seek help have a responsibility to address the impact of our work so that we may continue maintain resilience and effectiveness. The goal of this workshop is to raise awareness of the impact of work on professionals. Attendees will gain insight into the effects of the work personally and professionally, and create strategies to maintain resilience for optimal effectiveness in their work.

### **OUTLINE:**

- I. Introductions and Goal Setting
- II. Vicarious Trauma: Examining effects of the work on the worker
- III. Role of the Environment: Managing work-place demands
- IV. Self-Assessment Exercises
- V. Resiliency in the Face of Difficult Work
- VII. Mindfulness Techniques for Vicarious Trauma
- VIII. Strategies for Success: Implementation Tools for Resilience

### **OBJECTIVES:**

After attending the workshop, participants will be able to:

1. Define vicarious trauma and the unique ways it impacts professionals.
2. Use self-assessments to evaluate vicarious trauma, create a concrete self-care plan to address reactions to the work, and use mindfulness techniques to cope.
3. Understand that we have normal, human reactions to our work with trauma survivors, but it is our responsibility to appropriately address these reactions to be resilient in our work and best serve our clients.

### **PRESENTER**

Eileen A. Dombo, PhD, LICSW is a clinical social worker in private practice in Washington, DC, and an Assistant Clinical Professor at the National Catholic School of Social Service at The Catholic University of America. She has presented nationally and internationally on trauma and vicarious trauma, and works locally as a consultant to organizations to help them address workforce health.

**Date:** October 23, 2013

**To:** Human Services Administration

**From:** Kimberly Eaton

Executive Committee Representative, Waynesboro Task Force

Healthy Communities Partnership of the Greater Franklin County

**Subject:** This is a formal request for funding to support an asset building luncheon.

**Organization Overview:**

The organization formerly known as Waynesboro Communities That Care, Inc. (CTC) is dissolving their independent 501(c)3 status in order to merge with/under the umbrella of Healthy Communities Partnership of Greater Franklin County (HCP). This dissolution should take place sometime in early 2014 after the appropriate authorities approve the request. It is not yet clear if the CTC will be active at the date of the asset building luncheon which is traditionally held in March.

The merging of the like-minded groups, CTC and HCP, benefits the Waynesboro community and the county as a whole. Current CTC Board members and volunteers will remain involved, and serve as a task force for the Waynesboro Area, with leadership, direction, and administrative support from HCP staff. With this merger, a stronger Waynesboro Area-focused organization will be able to pursue grants and funding sources to further prevention services.

**Activity Description:**

Funding is being requested to cover the costs associated with hosting an Asset Building Luncheon in Waynesboro. For the past six years, CTC has worked with the Waynesboro Rotary, Franklin/Fulton Drug and Alcohol Program, the Waynesboro Area School District, and multiple other non-profit civic organizations and government entities to come together over the lunch hour for an educational presentation and valuable fact sharing networking.

Individuals attending arrive around 11:15-11:30 A.M. on a weekday morning. A modest lunch is served around noon. Guests are given until 12:15 P.M. to network and socialize. At that time, a guest speaker takes the podium and gives an informative presentation. At the conclusion of the presentation, which ends right before 1:00 P.M., attendees are given the option to mingle, ask questions, and are directed to an information booth with a multitude of relevant resources.

Luncheon speakers are selected to address the specific and relevant needs of the community. This luncheon will address the negative effects of drug and alcohol use and abuse among youth. The luncheon educates and provides attendees with the information needed in order to pass on key material to their own staff, colleagues, and families, with an end goal for all youth and families to live drug-free and thrive in stable, healthy environments.

Past presentation topics have included: character development, physical/mental impact of drug and alcohol abuse, drunk driving, teen sexting, gang activity, youth mentoring, and evaluation of the results of the PA Youth Survey.

### **Target Population:**

Approximately 100-120 community leaders attend these luncheons. In addition to the Waynesboro Rotary Members (which include key professional leaders in the community), elected officials (mayor, commissioners, judges, state representatives), law enforcement, School District Administration, County Government leaders, leaders from non-profit community based organizations, clergy from faith based groups, and members of the student body government all attend this event. The above mentioned individuals are personally invited by a delivered invitation flyer, phone call, or in person by a member of CTC.

### **Budget Narrative:**

The funds being requested will be used to host a luncheon for approximately 100 people. The luncheon will be held at the Waynesboro Country Club. Costs will include facility rental, wait staff, meals and tea/coffee beverages. Funding may also be utilized to design, print and mail out invitations to selected community leaders. Attempts will be made to identify a speaker free of charge, but often speakers require a modest fee and/or a reimbursement for traveling expenses. Funds may also be used to develop and print educational materials relevant to the presentation, and to be distributed to attendees.

### **Outcomes:**

The purpose of the Asset Building Luncheon is to educate the community on topics that can benefit the health, safety, and well-being of children and families. Luncheon attendees will be asked to complete a short survey/questionnaire indicating their position in the community as well as how they will use the information provided by the speaker. This survey will also measure the level of knowledge participants believe was

gained by the presentation and if the information was viewed as relevant to the purpose stated. The survey will be tallied and the results used to determine if 1) the target audience was reached, 2) the topic was believed to be of value to the community, and 3) how the information received will be used by the audience members.

**Funding Request:**

The CTC is requesting \$1,500 to sponsor this luncheon. The number of participants as well as any other demographic information requested will be reported within two weeks of the luncheon. Results of the survey will also be reported at that time.



Jen Lipko <jlipko@franklincountypa.gov>

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## Fwd: ctc funding request to block grant

3 messages

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Rick Wynn <rcwynn@franklincountypa.gov>

Thu, Oct 24, 2013 at 3:19 PM

To: Jen Lipko <jlipko@franklincountypa.gov>

Cc: Carrie Gray <cegray@franklincountypa.gov>, Shalom Black <seblack@franklincountypa.gov>

----- Forwarded message -----

From: **Kim Eaton** <kmeaton@franklincountypa.gov>

Date: Thu, Oct 24, 2013 at 2:45 PM

Subject: Re: ctc funding request to block grant

To: Rick Wynn <rcwynn@franklincountypa.gov>

Here you go. This is what we just whipped up for your review! We are always willing to provide any needed information if we know in advance of the luncheon what you would need. Thanks for the consideration. Kim

Kimberly Eaton, Ph.D., LCSW, LCSW-C, GMFSW

DRC Program Director

550 Loudon Street

Chambersburg, PA 17201

P: 717-263-0450 x104

F: 717-263-3016

Email: kmeaton@franklincountypa.gov

"Be the change that you wish to see in the world." Mohandas Ghandi

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On Thu, Oct 24, 2013 at 12:45 PM, Rick Wynn <rcwynn@franklincountypa.gov> wrote:

forgot to tell you it would be good to include any measurable outcomes  
the funding would provide....not sure how that would fit your request  
but we are asking all

Sent from my iPad

---

 2014 CTC Asset Building Luncheon Funding Request.docx  
17K

**Shalom Black** <seblack@franklincountypa.gov>

Thu, Oct 24, 2013 at 3:34 PM

To: Rick Wynn <rwynn@franklincountypa.gov>

Cc: Jen Lipko <jlipko@franklincountypa.gov>, Carrie Gray <cegray@franklincountypa.gov>

I think it sounds good. Having done this type of event for the last 5 years, I think I'd add a measure, "Number of new community partners in attendance." It's really only relevant if we think we will fund it in the future as well... I don't know the background on this request.

*Shalom E. Black, M.A.*

Director of Grants Management and CJAB

Franklin County Commissioners Complex

14 North Main Street

Chambersburg, PA 17201

SEBlack@franklincountypa.gov

(717)709-7218 (Office Phone)

(717) 446-4188 (Work Cell)

(717) 267-3438 (Fax)

[Quoted text hidden]

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**Rick Wynn** <rwynn@franklincountypa.gov>

Thu, Oct 24, 2013 at 4:20 PM

To: Jen Lipko <jlipko@franklincountypa.gov>

save comments attached to request

----- Forwarded message -----

From: **Shalom Black** <seblack@franklincountypa.gov>

Date: Thu, Oct 24, 2013 at 3:34 PM

Subject: Re: ctc funding request to block grant

To: Rick Wynn <rwynn@franklincountypa.gov>

[Quoted text hidden]

# SUMMER YOUTH WORK PROGRAM GRANT PROPOSAL

## SEPTEMBER 25, 2013

OCCUPATIONAL SERVICES, INC.  
17 REDWOOD STREET  
CHAMBERSBURG, PA 17201  
(717)263-9293

Linda Mayo, Executive Director  
[lmayo@osinc.org](mailto:lmayo@osinc.org)

Michelle Lane, Employment Services Manager  
[mlane@osinc.org](mailto:mlane@osinc.org)

### Purpose:

The purpose of the Summer Youth Work Program (SYWP) will be to provide paid work experience opportunities to students who have learning disabilities, intellectual disabilities, or mental health diagnoses. The program will target students in Franklin County school districts who do not have opportunity for extended school year, transition activities, or paid work during the summer months. Priority will be given to students ages 18 to 21. However, students must be at least sixteen (16) years of age to participate in the program.

### Scope:

The SYWP will recruit up to sixteen (16) students for work opportunities on four (4) work crews within Franklin County. Work crews will be established in geographic locations depending on interest in the program, but may include the following communities and surrounding areas: Chambersburg, Shippensburg, Greencastle, and Waynesboro.

### Timeframe:

The Summer Youth Work Program will occur over an eight (8) week period in the summer of 2014. The tentative schedule for SYWP would be from June 16, 2014 to August 8, 2014. This timeframe fits within Franklin County school district calendars.

### Schedule:

The weekly schedule for SYWP will be Monday, Tuesday, Wednesday, and Thursday from 9:00 a.m. to 3:00 p.m. Crews will have one ten (10) minute paid break and a half an hour unpaid lunch break during the day. The typical work week will total 24 hours.

### Personnel:

The Summer Youth Work Program will be overseen by OSI's Employment Services Manager, Michelle Lane. Michelle has supervised OSI's Transitional Work and Supported Employment Programs since September 2008. Prior to working at OSI, Michelle worked as a Career Placement Specialist at Employment Services of Fulton County providing services through Southern Alleghenies Workforce

Investment programs. This included development and implementation of summer work programs for disadvantaged youth. Additionally, Michelle has worked with intellectually challenged youth as an Instructional Aide and Learning Support Teacher. Michelle has twenty-five years experience working with individuals with intellectual disabilities and mental health diagnoses. She has a Bachelor of Arts degree in Sociology from Messiah College.

A SYWP Coordinator will be hired to assist OSI's Employment Services Manager in implementing the program and supervising the program staff and participants. The SYWP will be responsible for assisting with interviewing program candidates, determining work crew assignments for participants, coordinating scheduling for crews, developing a participant orientation seminar, interviewing Crew Leader candidates, tracking participant and staff time, and monitoring crews at work sites. The SYWP Coordinator must meet the same requirements for employment as OSI Job Coaches including minimum age of 18 years of age, ability to pass required background screenings (Criminal History, Child Abuse Clearance, Drug Screening, and Medicaid required screenings), possession of a high school diploma or GED, and a valid driver's license with clean driving record. Experience working with youth as well as in training and supervising will be preferred.

Four (4) Crew Leaders will be hired for work crews to be responsible for transporting, training, and supervising students. In addition, the crew leaders will be responsible for communicating with host work sites regarding expectations for tasks performed and for ensuring quality standards are met. Crew Leaders must meet the same requirements for employment as OSI Job Coaches including minimum age of 18 years of age, ability to pass required background screenings (Criminal History, Child Abuse Clearance, Drug Screening, and Medicaid required screenings), possession of a high school diploma or GED, and a valid driver's license with clean driving record. Experience in training and supervising youth will be preferred.

**Compensation:**

SYWP participants will be paid minimum wage, \$7.25 per hour, for hours worked per day up to five and a half (5 ½). Crew Leaders will be responsible for participant's supervision during the full six (6) hours of their work day; therefore they will be paid for hours worked per day up to seven (7) including travel from OSI to work site or meeting location of the assigned crew. Crew Leaders will be paid \$9.00 per hour. The SYWP Coordinator will be compensated at a rate of \$10.00 per hour for hours worked up to seven and a half (7 ½) hours per day. The Employment Services Manager will receive no compensation in addition to her regular salary.

**Procedure:**

Upon approval of the Summer Youth Work Program, OSI staff will begin recruiting potential work sites for the program. The intent will be to have tentative agreements with work sites prior to recruiting participants, so that participants can be informed of the type of work that may be available and so that participant qualifications needed for the type of work can be identified. Every attempt will be made secure work sites in different school districts in order to give work opportunities to students in different areas of Franklin County.

Prior to the start of the SYWP, the Coordinator will meet with a contact person at each work site to provide orientation materials such as information about OSI's services, mission, and core values. The work site contact will also be provided with contact information for the Coordinator and Employment

Services Manager to direct questions and concerns. A program description, participant guidelines, and a program schedule will also be provided.

OSI staff will develop a program description, participant qualifications, and program application process which will be shared with school district personnel within Franklin County school districts. School personnel will be asked to distribute information and application packets to potential candidates for the Summer Youth Work Program. OSI will also distribute information to students who participate in work experience during the school year through OSI. This will be done via OSI's Youth Program Specialist. An application deadline will be set prior to the end of the school year. Potential candidates will be asked to participate in an interview for a position on a work crew which may be conducted either at OSI or the student's school. Candidates for the SYWP will be chosen and notified by June 1, 2014. At the time of notification of acceptance, students will be given an orientation date and a packet of hiring forms which must be completed prior to orientation.

Orientation will be conducted at OSI on the first day of work. At that time paperwork will be reviewed by the Employment Services Manager and SYWP Coordinator to ensure that the hiring packet is complete. Program guidelines, expectations, and rules will be reviewed with participants. Expected work schedules and assignments will also be reviewed during orientation. Instruction on completing time sheets and a schedule of pay periods will be given to participants. Participants will meet their crew leaders at orientation.

The SYWP will be structured to model a "real world" work experience. Therefore, students will be asked to be responsible for keeping a time sheet (with the assistance of the Crew Leader as needed), calling the Coordinator to report absence, asking for time off for planned absences (although non-essential time off will be discouraged as this is a time limited program), follow program guidelines and rules, and communicate problems with the assigned Crew Leader or SYWP Coordinator.

Crew Leaders will participate in three days of training prior to beginning work with participants. This will include an orientation to OSI, the Summer Youth Work Program, personnel policies, and job shadowing with a current OSI Transitional Work Job Coach/Work Crew Leader. The SYWP Coordinator will also make arrangements for the Crew Leader to visit the work site(s) during orientation. Orientation for Crew Leaders will be conducted by the Employment Services Manager and SYWP Coordinator.

SYWP participants will be expected to meet at their designated location promptly at 9:00 a.m. each work day. OSI will provide transportation to participants from a designated location to the work site. The designated location may be the participant's home or a familiar place within the participant's community, such as a school. Crew Leaders will drive vehicles owned or leased by OSI. At the end of each work day, participants will be returned to the designated location.

Crew Leader and participant time sheets will be turned into the SYWP Coordinator for review. The Coordinator will ensure accurate completion of time sheets and then forward them to the Employment Services Manager for final approval. SYWP program pay schedule will follow OSI's bi-weekly pay schedule.

The SYWP Coordinator will conduct bi-weekly site visits for each crew. The Coordinator will be responsible for ensuring that both staff and participants are performing their work responsibilities successfully and acceptably. It will be the Coordinator's responsibility to address concerns with individuals in consultation with the Employment Services Manager. The Employment Services Manager

will be available to assist the Coordinator in addressing issues as needed. In addition, the Coordinator will be responsible for maintaining communications with host work site personnel to ensure satisfaction with provided services and to address concerns.

The SYWP Coordinator will be responsible for providing or arranging work crew coverage in the event of a Crew Leader absence. The Coordinator will be able to pull from Transitional Work job coaching staff for coverage when needed.

The last day of the program a debriefing meeting will be held with all participants and staff to share experiences, to discuss what was learned during the program, and to discuss how the experience and skills can be applied to future work life. Work crews will work together to develop descriptions of the program experience which could be included in job applications or resumes. The Coordinator and Crew Leaders will meet with each participant individually to give them feedback on the strengths exhibited during the program and areas that need further development. Participants will be asked to fill out a satisfaction survey which may be done anonymously.

The Employment Services Manager will submit a report to the Grant Committee by August 29, 2013 summarizing program activities and detailing specifics regarding number of students served, school districts served, and attendance records of participants. A summary of satisfaction survey results will be included in the report.

### MAY-AUGUST 2014 BUDGET SUMMARY

BUDGET CATEGORY	DESCRIPTION OF ITEMS INCLUDED	TOTAL PER CATEGORY
PERSONNEL	1-Coordinator (278 hrs. x \$11.74):      \$3,263.72 4-Crew Leaders (980 hrs. x \$9.84):      \$9,643.20 16-Participants (3,072 hrs. x \$7.93):      \$24,360.96	\$37,267.88
OPERATIONS	Travel/Fuel Leasing Fees (4 cars-8 weeks: participant transport)	\$770.00 \$7,400.00
ADMINISTRATIVE	Program Start-Up (recruiting staff, sites, developing application forms and procedure, contacting school personnel to promote program, etc.) Program Oversight (staff supervision and guidance, record keeping, billing, etc.)	\$1,341.29
OTHER	Office Supplies (pens, notepads, folders, etc.) Printing costs (flyers, applications, etc.) Food/Beverages (pizza and soda for debriefing day)	\$20.00 \$15.00 \$80.00
<b>TOTAL BUDGET AMOUNT</b>		<b>\$46,894.17</b>